

**REGULAR MEETING**  
**3/16/2023**

Regular Meeting Minutes of the Parish Town Board held on March, 16, 2023 at 2938 E. Main Street, Parish, NY in the Village Gym. Supervisor Bernys called the meeting to order at 6:30 pm.

**Present:**

Doug Houghton, Councilor  
Gary Wood, Councilor  
G.R. Horning, Councilor  
Robin Eaton-Novak, Councilor  
Jim Bernys, Supervisor  
Kelly Reader-Petit, Town Clerk

**Also Present:** Denise Trudell, Assessor; George Horning, Hwy Sup't; L.J. Harvey, Fire Chief; Paul Baxter, Tug Hill Rep.; Bob Genant, Town Attorney, Steve Cronk, DCO; John Dunham, PL Brd Member; Kevin Dwyer, Tax Collector; Denise Trudell, Assessor; and Darryl Stivers.

**MEETING OPEN TO THE PUBLIC:**

No Comments.

**MEETING CLOSED TO THE PUBLIC.**

**Supervisor's Comments:**

Supervisor Bernys commented that his office has been very busy since last month. Supervisor Bernys met with Henry Van Der Heever from NYMIR Insurance Company. Mr. Van Der Heever visited the Highway Garage and also spoke to Supervisor Bernys after assessing the Hwy Garage. Supervisor Bernys will discuss his evaluation further later in the meeting.

Supervisor Bernys and Councilor Houghton met with Mark French from Global LED at Merrill Park in order to obtain a quote for additional lights at the park. They also visited the Highway Garage to look at the interior lights and 2 exterior lights that need replacement. Once the quotes are received, Supervisor Bernys will inform the Board.

Councilors Houghton, Councilor Wood, and Supervisor Bernys performed the annual Justice Audit with Justice Conroy. All went well and Supervisor Bernys will be asking for a resolution later on the agenda.

Finally, Bookkeeper Skellington-Bice has taken the first of the two town accounting classes.

Bookkeeper Skellington-Bice met with Laird Petrie to continue working through with completing her first AUD. Supervisor Bernys commented that Town Bookkeeping is very difficult and he appreciated Angie's commitment to the town.

**Councilor's Comments:**

No Comments.

**Approval of Minutes:**

**Regular Meeting Minutes:-2/16/2023**

**Special Meeting/Workshop Minutes-2/23/2023**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the Minutes of February 16, 2023 Meeting and Minutes of February 23, 2023 Special Meeting/Workshop Minutes as received. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**DEPARTMENT REPORTS:**

**Assessor's Report:** Assessor Trudell informed the Board that she planned on retiring from her full-time job in Salina in August. The cost of conducting a reval was discussed and it would be cheaper if the town piggybacked with more than one town. Assessor Trudell commented that around 30 applications for the new tax exemption increase income level were received. Around 25 were approved.

**CEO/ZEO Report:** CEO/ZEO Hamacher submitted a written CEO/ZEO Report read by Supervisor Hamacher.

**DCO Report:** DCO Cronk gave the DCO Report and has kept Supervisor Bernys informed regarding any issues.

**Fire Chief's Report:** Fire Chief Harvey gave the Fire Chief's Report for February, 2023. Fire Chief Harvey reported that there is currently a "Burn Ban" on March 16<sup>th</sup>, 2023-May 14<sup>th</sup>, 2023. There has been 30 calls in February, 111 calls for the year and 17 ahead of last year at this time.

**Tax Collector's Report:** Tax Collector Dwyer gave the Tax Collector's Report to date. Tax Collector Dwyer spoke in regards to the clerk assisting him in collection of taxes. This system works very well for the tax collection period. The clerk is only paid for collecting taxes after 5:00 pm. If the clerk assist residents prior to 5:00 pm-it is not compensated for. This process provides more service to the residents as there are day and night collection hours.

**Tug Hill Circuit Rider Report:**

The Tug Hill Commission Webinar on Knowledge Transfer took place on Tuesday, February 28, 2023 and links to the webinar are available on the Tug Hill Commission's website. The Tug Hill Commission has issued information with an analysis of the 2020 US Census results available on the Tug Hill Website.

The Northern Forest Center is offering grants of up to \$2,500 to volunteer-led organizations working to increase local participation in outdoor recreation in Northern Forest Communities. Proposals are due March 31, 2023.

News regarding Wildlife Management Area (WMA) payment from State to Municipalities: At the Salmon Rivers Council of Governments Meeting, they discussed a letter from Salmon Rivers and the member towns in support of a request for the State to consider reimbursement of municipalities for lands in state Wildlife Management Areas. This is done in other locations in the state. Paul has a draft letter for the Board to support this effort if the Board chooses to. Paul has learned that a grant has been submitted by the SWCD, USFWS, and Trout Unlimited for a grant to fund engineering on the removal of three dams.

**OLD BUSINESS:**

**Approval of Town Justice Court Audit performed-3/9-2023:**

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to pass a Resolution to approve the Justice Court's Audit as performed on 3-9-2023. Roll taken...All in Favor...Motion carried.

Aye-(5) Nay-(0).

**ARPA Funds and Reporting Process:**

Supervisor Bernys commented that on April 1<sup>st</sup>, 2023 reporting opens. More information will be available at the conference at Turning Stone in April. There are \$206,000.00 in ARPA Funds available.

**Merrill Park (Repavement):**

Accepting Bids Notice were advertised in both the Queen Central and Oswego County News. The deadline is April 12<sup>th</sup>, 2023. It was discussed that accepting bids could be extended if needed.

**Merrill Park LED Conversion (NYSERDA GRANT):**

Supervisor Bernys and Councilor Houghton Met with Mark French from GLOBAL LED to obtain quotes for additional lights at the park and two exterior lights at the Highway Garage.

**Village Lease Signed:**

The Village Lease has been signed. The Village has indicated that keys for the Town Board as requested will be provided by the next Board Meeting.

Supervisor Bernys thanked the Village for working with the town.

**Employee Handbook:**

Possibly continue working on it at a future workshop.

**OLD BUSINESS OFF THE FLOOR:**

None.

**NEW BUSINESS:**

**Department Audits:** (Possibly hire Laird Petrie):

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to select the Town Clerk's records to be audited by Laird Petrie. Roll taken...All in favor...Motion carried.

Aye-(5) Nay-(0).

The other departments will be audited by Board Members as the Supervisor's records were audited by Mr. Petrie last year.

Councilor Wood and Councilor Eaton-Novak will perform an audit on the Supervisor's records.

Councilor Horning and Councilor Houghton will perform an audit on the Tax Collector's records.

**NYMIR Recommendations:**

**Highway Garage:** The Highway Dept. are working on most of them.

**Bids for Fire Alarm System at the Highway Garage:**

**Motion:** A motion was made by Councilor Houghton, seconded by Councilor Wood to place the Fire Alarm System for the Highway Garage out for bid in the Queen Central and Oswego County News. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Approve New Fire Company Member:**

**Motion:** A motion was made by Supervisor Bernys, seconded by Councilor Eaton-Novak to approve Active Membership of Kenneth O'Neil of Edgewood Drive, Parish, NY into the Parish Volunteer Fire Company effective immediately. Roll taken...All in Favor. Aye-(5) Nay-(0).

**Approval of Constables:**

1. Peter Kelley (upon retirement of Herb Hawker).
2. Rusty Bauer (approval to attend Constable Training).

Supervisor Bernys commented that there are funds available in the budget for training.

**Motion:** A motion was made by Councilor Wood, seconded by Councilor Houghton to approve appointment of Peter Kelley to serve as Constable upon the retirement of Herb Hawker and to approve Rusty Hofsbauer to attend Constable Training. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Information on Staples:**

Supervisor Bernys provided information on purchases with Staples. They can offer purchases on State Government Contract and at a much lower price. Supervisor Bernys is trying to find ways to save the town money.

**NYCLASS Approval:**

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to authorize Supervisor Bernys to invest town funds with NYSCLASS. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Old Home Day-August 5, 2023-(looking for volunteers for dunking booth)**

**Approval of Standard Work Day (Bookkeeper/Payroll Clerk):**

**Motion:** A motion was made by Supervisor Bernys, seconded by Councilor Horning to pass a Resolution, that the Town of Parish hereby established the following Standard Work days for the Bookkeeper and Payroll Clerk positions and will report the officials to the New York State and Local Retirement based on their record of activities. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Letter Concerning Wildlife Management Area:**

**Motion:** A motion was made by Supervisor Bernys, seconded by Councilor Wood to sign a letter requesting payment from the state for the Wildlife Management Area in Parish. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Reserve Accounts:**

Supervisor Bernys commented that the Board needs to determine amounts above the Fund Balances that need to be placed in reserve accounts. The Board needs to establish reserve accounts. More discussion will be held during workshops.

**NEW BUSINESS OFF THE FLOOR:** None.

**SUPERVISOR'S FINANCIAL REPORTS:**

Supervisor Bernys presented the Financial Reports for January and February-2023.

**APPROVAL OF BILLS:**

**General Fund A Account:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the claims to the General Fund A Account, those being claims #36-#54 for a total warrant of \$22,766.55. Roll taken...All in Favor...Motion carried. Aye-(5) Nay-(0).

**Highway Fund DA Account:**

**Motion:** A motion was made by Councilor Eaton-Novak, seconded by Councilor Houghton to approve the claims to the Highway Fund DA Account, those being claims #28-#43 for a total warrant of \$24,627.35. Roll taken...All in Favor...Motion carried.

Discussion was held regarding publishing elected officials salaries in the paper for the Preliminary Budget Hearing. This issue was brought up at a prior meeting. New York Town Law-Section 108 states-Such notice shall also specify the proposed elected salaries of each Town Board Member, an elected town clerk, an elected town supervisor, an elected highway superintendent, and an elected tax collector.

An e-mail was received from an individual with experience inquiring about a deputy court clerk position that was advertised. Supervisor Bernys forwarded the information to Justice Conroy.

**Motion:** A motion was made by Councilor Horning, seconded by Councilor Eaton-Novak to adjourn at 8:00 pm. Roll taken...All in Favor...Motion carried.

Respectfully submitted,

Kelly Reader-Petit  
Parish Town Clerk